



**SALEM AND BEVERLY
WATER SUPPLY BOARD**

APPLICATION FOR EMPLOYMENT

Please PRINT Clearly

Today's Date _____

BACKGROUND INFORMATION

Name _____
(Last) (First) (Middle Initial)

Address _____
(Number and Street) (City) (State) (Zip)

Social Security Number _____ Phone(s) _____
(Home) (Cell)

E-Mail Address _____

Whom should we contact in case of an emergency? _____
(Name) (Phone Number)

Do you have relatives working for the Board? ___ Yes ___ No

If yes, please give name(s) _____

Do you speak any foreign languages? _____

JOB INTEREST

Are you applying for a specific job or position or submitting a general application?

___ General Application

___ Specific Job/Position _____
(Specify Job/Position of Interest)

How did you hear about this job/position? _____

Are you available for overtime work? ___ Yes ___ No

Comments _____

EDUCATION AND/OR MILITARY TRAINING

Education

School(s) Attended	Dates Attended	Subject/ Concentration	Graduate? Yes/No	Degree/ Certification
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____

Military

Branch _____ Date Entered _____ Date Separated _____
 Final Rank _____ Primary Duties _____

EMPLOYMENT HISTORY AND/OR VOLUNTEER WORK

(List all verifiable employment including any performed on a volunteer basis. List all of your employers, starting with your present or most recent employer.)

Company	Phone	Supervisor	Dates of Employment	Position Held	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications that should be considered. Include special skills, equipment operated, licenses, professional affiliations, honors and awards, publications, patents, etc.

If currently employed, may we contact your employer as a reference? ___ Yes ___ No

SECURITY

Are you a citizen of the United States? Yes No

If not, do you have legal authorization to perform work in the United States? Yes No

Have you ever been convicted of a felony? Yes No

If yes, give dates and details of conviction (“An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal appearances or convictions. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.”)

Please read the following statements; they constitute the conditions under which you would be employed by the Board should you be accepted for employment.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsifications, misrepresentations or omissions of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Board, my employment is for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding on the Board and that no one, other than the Board or Appointing Authority of the Board, has authority to enter into an agreement for employment contrary to the above and that any such agreement must be in writing. If employed, I agree to abide by all of the Board’s rules and regulations, and any changes thereto. I give the Board permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Board.

(Signature of Applicant)

(Date)

Massachusetts General Laws c. 149 s 19B requires that the following statement be included on employment applications: “It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”

The Board is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, handicap, veteran’s status or sexual orientation.